

The City of Lincoln



*Invites qualified
Candidates
to apply for the
Position of*

City Attorney



THE CITY ATTORNEY OFFICE & THE POSITION

The City Attorney position will be the city's first in-house legal counsel. He or she will represent the Mayor and City Council, City Manager, city boards, commissions and city departments in matters of law pertaining to their official duties and responsibilities. The City Attorney is appointed by and serves at the will of the City Council. The City Attorney will also be a valued member of the City's executive team and work closely with the City Manager, City Clerk, and Department Directors on important legal and administrative issues. The City Attorney will be supported by a shared Executive Assistant and other administrative support, as needed.

The City of Lincoln has significant opportunity for a qualified attorney interested in expanding his or her knowledge, skills, and abilities to provide legal services to a city which is full of growth and economic vitality and long-term prosperity. Unlike many of Lincoln's surrounding communities, Lincoln still has the capacity to expand its current borders, and in conjunction with the local school district is poised to invest more than \$175 million in capital to go towards new schools and infrastructure, signifying the commitment to growth.

THE POSITION

- Provide legal advice and opinions to the City Council, boards and commissions, the City Manager, and Department Heads as requested and as needed regarding legal implications of all City operations
- Receive and evaluate all legal claims filed against the City; make recommendations concerning the advisability to prosecute, compromise, or dismiss litigation for consideration by the City Council; monitor and control liability claims and lawsuits, including supervision of outside counsel
- Research and prepare formal written opinions on various legal problems as directed by the City Council; study and interpret laws, court decisions, and other authorities; provide written and oral legal advice and counsel as the need arises to the City Council, City Manager, City departments, and City boards and commissions
- Represent the City in court cases encompassing a wide variety of complex legal issues including all phases of pretrial, trial and appellate work in municipal, state, and federal court; represent the City in administrative hearings before state and federal agencies
- Review proposed contracts, bond and financing papers, insurance policies, and other documents affecting the City
- Prepare or review drafts and assist in the negotiation of proposed agreements; prepare or review ordinances, resolutions, deeds, pleadings, contracts, and other legal documents
- Monitor legal developments, including proposed legislation and court decisions related to municipal law and activities, evaluate the impact on City operations, and recommend appropriate action
- Attend Council, board, commission and committee meetings as required
- Perform related duties as required

LEADERSHIP AND MANAGEMENT STYLE

- Critical, independent thinker with a creative, hands-on approach to problem-solving and dedicated to public service
- Self-starter, positive, appropriately assertive and proactive
- Strives to earn and maintain the Mayor and City Council's trust and respect, yet willing to raise difficult issues when necessary
- Maintains impeccable ethical standards and is a person of exceptional character who naturally earns the confidence and trust of others
- Politically astute without being political; diplomatic; and experienced in working with local elected officials
- Leans in on difficult issues and easily discerns between the roles of providing legal advice and policy-making
- Recognizes the value of being a team player amongst highly-engaged city executives
- Approachable and accessible to the Mayor, all City Council members, staff and other city stakeholders

The City of Lincoln is an Equal Opportunity Employer.

THE IDEAL CANDIDATE

The City of Lincoln is seeking an experienced legal professional with demonstrated expertise in municipal law with a solid background in California land use. The City Attorney will work throughout the organization in a collaborative, approachable, and responsive manner. The desired candidate will bring proven legal leadership experience, clear and effective communication skills, and solid interpersonal skills. He or she will exercise transparency by providing the Council with a full picture of the City's standing on legal issues and maintain an open-door policy.

The Council is seeking an accessible individual who understands the needs of the City, as well as those of internal and external stakeholders. The City Attorney should be a willing and active participant in the City's decision-making process and provide honest, consistent feedback and legal advice to protect the interests of the City and Council.

The successful candidate will possess the ability to think quickly on his or her feet and make sound, sometimes difficult, decisions. He or she will be a problem solver, unafraid to roll up his or her sleeves to help the City accomplish its goals. The successful candidate will have proven experience working with city boards and commissions. Candidates must be licensed by the California State Bar to practice law in the State of California, have extensive experience in a municipal setting and in the active practice of law, including litigation. The successful candidate will possess a valid California Class C driver's license and a satisfactory driving record. Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

THE COMMUNITY

The City of Lincoln is located at the edge of Northern California's foothills, 27 miles northeast of California's State Capital, Sacramento. With a 2016 population of 47,187 Lincoln was one of the fastest growing cities in the country from 2000 to 2007, yet has managed to maintain the small town charm that has made it such a desired location to live, work and play.



Lincoln sprang up as a railroad terminal in the 1800's as the western United States realized massive growth. Today Lincoln continues its agricultural heritage and is also known for its production of clay, lumber and building materials.

Throughout the year, residents and visitors from throughout the region are drawn to performances by the Lincoln Theatre Company and to exhibits featuring the talent of artists supported by the Art League of Lincoln. Fun-

seekers come to Lincoln to attend the Tour de Lincoln, Classic Car Show, and annual Fourth of July and Holiday Parades, while local food and wine enthusiasts arrive to enjoy the Farmer's Market and wine tastings from Lincoln's local vineyards. Not without a sports venue, the refurbished historic McBean Stadium has become the home field for William Jessup University's baseball team. Likewise, the Lincoln Potters collegiate wood bat baseball team plays at the McBean Park Stadium. The Potters have received a welcoming return to the City in 2017. Fans come from all around to see their baseball teams play.

CITY GOVERNMENT

The City of Lincoln is an Equal Opportunity Employer.

Lincoln was incorporated in 1890 and is a general law city with a City Council/City Manager form of government. The City Council has five members who are elected at large, on a non-partisan basis, to four-year overlapping terms. The Mayor is filled on a rotating basis. The City of Lincoln is a full-service city organized into eight major departments including Police, Fire, Public Services, Support Services, Community Development, Engineering, Library, and City Manager's Office. The City has approximately 150 full-time employees and a total budget of approximately \$83 Million.

COMPENSATION

The annual salary for the position is open, dependent upon qualifications and experience, and is competitive.

An Attractive Benefit Package Includes:

- 2% at 62 California PERS retirement (or 2% at 60 if considered a "classic" employee under PEPRRA)
- PERS medical plans (employee pays a portion of most available plans)
- Dental coverage (City paid premium for employee and family)
- Vision coverage (City paid premium for employee)
- Holidays- Twelve (12) paid holidays per year (Includes two floating holidays)
- Vacation- Fifteen 15 to 20 days of vacation per year based on experience
- Administrative Leave-Ten (10) administrative leave days per year
- Sick Leave- Twelve (12) days of sick leave per year
- Life Insurance- \$100,000 Term Life; City paid premium
- 457 Deferred compensation plan available
- City participates in Social Security



THE SELECTION PROCESS

To be considered for this outstanding professional opportunity, please submit a cover letter and resume. The resume should reflect scope of recent responsibilities, as well as years and months of beginning and ending dates of positions held. The most qualified candidates will be invited to participate in a selection process comprised of a first panel interview in Lincoln. Finalist interviews will be held with the Lincoln City Council members. References will only be contacted after the candidate's approval. The successful candidate who has been extended a conditional offer which has been accepted will be expected to undergo a comprehensive background.

Please submit documents to:

- **Sheila Van Zandt, Senior Human Resources Analyst, Sheila.VanZandt@lincolncal.gov**

Questions may be directed to:

- Sheila Van Zandt, Senior Human Resources Analyst, (916) 434-2496
- Astrida Trupovnieks, Human Resources Manager, (916) 434-2491

FINAL FILING DATE: 5:00 pm PST, Friday, July 14, 2017